



The Handbook for Nursing Student Practice Orientation to Doctors Hospital

Welcome to Doctors Hospital!

The Organizational Learning staff, nursing leaders, and nursing staff welcome you to Baptist Hospital! We hope that your clinical experience here will provide you with the knowledge and experiences necessary to prepare you for your future career as a registered professional nurse. Your presence in our hospital supports our commitment to education, patient care, and continued professional growth.

We would like to take this opportunity to provide you with some valuable information regarding your orientation and nursing clinical rotation. This booklet was developed to welcome you and to acquaint you with Doctors Hospital.

Nursing at Doctors Hospital

The Department of Nursing Services at Doctors Hospital believes that our nursing staff is committed to the highest standards of clinical and service excellence. We believe the primary purpose of nursing is to provide culturally sensitive, non-discriminatory, safe, competent, and beneficial care to the patient and family.

We believe in interdisciplinary collaboration and consultation in the promotion, restoration, maintenance, and rehabilitation of the patient and family. As a nursing student, you participate and provide support in achieving these outcomes.

Documentation: Required Prior to Beginning the Clinical Experience

Each nursing student must submit to the instructor the following documents:

- Health Record Immunization and PPD records
- **Confidentiality Agreement** and **Affidavit of Orientation Completion** from the Nursing Student Orientation Handbook
- HIPAA quiz
- Valid *Health Care Provider* CPR card from the American Heart Association
- Proof of Liability insurance

Please contact Marilly Cadavid, RN, BSN, CCRN, Student Affiliation Coordinator at 305-728-4349 or marlyc@Baptisthealth.net for assistance should you have any questions.

Uniforms and ID Badges

Each school has its own dress code policies and ID badge. Students are expected to wear their school photo ID badge whenever they are at Doctors Hospital. We have the confidence in your school in setting its own uniform requirements but also expect you to meet the standards set forth in the *Baptist Health Dress Code Policy* and *Fingernails of Direct Patient Care Providers Policy* included in this Handbook.

Illness and Accidents

If you become ill or injured while you are here, please notify your instructor immediately. If your illness or injury is acute and requires Emergency Room care, you will be referred there for treatment. You are responsible for all emergency room fees and charges.

If you are injured during your clinical rotation, notify your instructor and nurse manager immediately. Your instructor will complete the *Medical/Surgical Incident Report* form for you to take to the Employee Health Office. All injuries must be reported and treated immediately. You are responsible for all fees and charges incurred.

Please do not come to the hospital if you are ill or infectious. Discuss your signs and symptoms with your instructor or call the Employee Health Office at 305-669-3541 if you have questions.

On The Patient Care Unit

It is strongly recommended that the faculty make the student's patient assignment the day before the clinical rotation, in collaboration with the nurse in charge of the unit. This will facilitate the student's prior knowledge of their patients and have better access to the patient's chart when it is not done during the beginning or end of the shift.

The faculty member must remain on the unit at all times to assist, support, supervise, and teach the students in providing nursing care and observe technical skills and procedures. It is the responsibility of the faculty that the students meet their clinical objectives and perform nursing skills competently and safely.

Should the situation arise when the faculty leaves the unit for any reason while the students are caring for patients, the nurse manager, clinician, or resource nurse needs to be notified for student coverage.

Nursing Student Off-Rotation Visits to the Unit

When reviewing patient charts during off-rotation hours, students and faculty should follow the following guidelines:

- Wear school photo ID badge and lab coat
- Dress neatly and professionally
- Inform the nurse in charge and the patient's nurse of the purpose of the visit
- Avoid reviewing charts during the change of shift (6:30–7:30 AM or PM, 2:30–3:30 PM, 6:45– 7:15 PM).
- Do not copy any part of the patient's medical record

Faculty must discuss their student's patient assignment with the resource nurse to ensure that it is appropriate in meeting the needs of patients and the objectives of the students.

Students should be reminded that they are not permitted to provide any direct patient care unless a faculty member is physically present on the patient unit.

Guidelines for Student Practice

The quality of your clinical experience is important and will influence your educational and professional development. These guidelines are the expectations for faculty and staff to abide by during the clinical rotation at Baptist Hospital.

1. The student will provide nursing care within the framework of the Florida Nurse Practice Act.
2. The student will be legally held to the same level of practice as the licensed nursing practitioner.
3. Students will assume responsibility for patient care consistent with their level of achievement and competency in school, the course objectives, and their level of experience.
4. Clinical objectives and expectations for the student's role in patient care should be communicated to the patient's nurse at the beginning of the shift.
5. A student who has not attained competency in a skill or procedure is required to have the instructor or the patient's nurse present until the student has demonstrated competency.
6. A student will never assume total responsibility for a patient. All plans for patient care will be discussed with the patient's nurse prior to the delivery of care. The patient's nurse makes the final decision on tasks delegated to the student.
7. The student, in collaboration with the patient's nurse, may participate in formulating the patient care and documenting on the patient's medical record.
8. All documentation written by the student must be reviewed before it is written in the patient's chart and co-signed by the clinical instructor. Senior Practicum nursing students will have the RN preceptor co-sign their MAR and notes.
9. Nursing students shall sign the patient record with their full name, NS or PNS (nursing student or practical nursing student), and initials of school (e.g. Maria Pierre, NS-MDC or Juan Pierre, PNS-RM).
10. Medications given by students must be co-signed by the instructor or the assigned RN. Students may not sign for controlled substances.
11. Students are not permitted to administer any IV push medications. With permission from the patient's nurse and instructor, students may flush IV lines with heparin or saline, per MD order.
12. Students are not permitted to administer blood or blood products.
13. Students may not sign as a witness on patient consent forms.
14. Students may not take verbal or telephone orders.
15. Students are required to be certified in blood glucose monitoring (Sure Step Flexx) by their instructor.
16. The student's final narrative note should state, "reported off to nurse" with the time along with the student's and the instructor's signatures.
17. If an error is made in a treatment or administration of medication to the patient, it is the student's responsibility to report this immediately. Once an error is made your actions should reflect your concern for the patient's welfare. The proper reporting of such an incident assures prompt attention to the patient.

The concern and honesty you exhibit will become part of your developing professional role.

If an error occurs, it must be reported immediately to the patient's nurse, nurse manager, physician and instructor. The student and the instructor must complete a MEDICATION INCIDENT REPORT. The form will be cosigned by the instructor and the student and handed to the nurse manager before the student leaves the hospital on the same day as the incident.

Medication and Blood Administration

LPN/RN nursing students are not permitted to administer blood, blood products, or administer IV push medications. Under supervision of the instructor, they may monitor patients receiving blood, flush IV lines with saline or Heparin, per MD order.

Sure Step Flexx Blood Glucose Monitor

Students shall receive training in the correct use of the Sure Step Flexx Blood Glucose Monitor during orientation. Information and an explanation of the equipment are provided in this Handbook. Students are expected to demonstrate competency in the use of this monitor and complete the Point-of-Care Testing-Bedside Glucose Competency Validation Checklist. The Operator Code #050 shall be used by the students and instructors when logging into the machine.

Senior Practicum Students

All senior nursing students completing their Senior Practicum must pass the Doctors Hospital Medication Test with a minimum score of 80% to have the privilege of administering medications to patients.

Confidentiality and HIPAA

Students are expected to review and abide by the policies and guidelines regarding confidentiality and HIPAA. All patient information is confidential and should only be discussed with other health care professionals directly involved in the patient's care. Patients (with or without names) and their situation, should never be discussed in public places such as elevators, hallways, or the cafeteria. Conversations can be misinterpreted and may lead to anxiety or fear. A good "rule of thumb" is to respect each patient's right to privacy as if he/she were a member of your family.

Students will review the HIPAA information, view the HIPAA video, discuss the privacy policies and procedures during orientation, complete the HIPAA test, sign the Confidentiality Agreement, and Affidavit that they have read and will adhere to Baptist Hospital's policies and procedures.

Environment of Care and Safety

The Environment of Care and Safety information found in this Handbook should be read and discussed in the clinical Orientation. Students are expected to comply with all of the information and guidelines presented in this section.

Safety Tips

We are concerned for your safety and ask that you assist us to maintain a safe environment:

- Observe the posted speed limit on hospital grounds
- Smoke only in the designated outside smoking areas
- Use ashtrays for cigarette disposal
- Observe “Wet Floor” signs
- Report untidy, unsanitary, or unsafe conditions
- Wash your hands after every patient contact
- Exercise Standard Precautions during clinical practice

Parking

We thank you in advance for your cooperation with this important matter. Due to the limited number of parking spaces available on the campus for patients and visitors, it is essential that you park on the 5th or 6th floor of the Parking Garage. Our Security staff has been advised to issue citations to those students who violate this policy and if a second violation occurs, the faculty will be told to transfer the student to another hospital for the remainder of the semester. This may seem severe, but our parking situation mandates strong action in order to maintain our mission.

Evaluations

At the end of each clinical rotation we ask that the students and faculty evaluate their clinical experience at Doctors Hospital. We are interested in your comments and appreciate your evaluation. This information is used to improve our processes and better serve you.

The **Nursing Student Clinical Experience Evaluation** forms will be distributed by the faculty to each student and collected by the faculty at the end of each rotation.

All completed evaluation forms should be returned to Marly Cadavid, RN, BSN, CCRN in the Organizational Learning Office, 2nd floor. Your cooperation and feedback is appreciated and will be shared with the nurse managers and staff.

Student Discounts

We are pleased to offer the students and faculty a 50% discount in the cafeteria. Students should show a school photo ID badge.

Library Services for Students

Baptist Health South Florida has two full service library sites, the Jaffe Health Sciences Library at Baptist Hospital and the Marmot Health Science Library at South Miami Hospital (SMH). The larger library journal and index collection is located at SMH in the Victor E. Clarke Education Center. Students are responsible for their own photocopying and research. There is a \$.10 per page for photocopying in both libraries. Library hours are Monday–Friday, 8:30 am–4:30 pm.

Only employees may borrow books and journals. If you are a Baptist Health employee, you may photocopy articles from our library free of charge. Interlibrary loan services for a course in school may result in charges. Please check with the medical librarian.

Before and After You Graduate

Doctors Hospital hires nursing students to work as Patient Care Technicians after they have completed their basic fundamentals or nursing skills course. This employment opportunity gives students hospital experience and an opportunity to learn more about Doctors Hospital. The staffing personnel works with the student to schedule work time around their school schedule. Please contact the recruitment office at 305-669-3496 for further information.

Doctors Hospital also offers several internship programs for new graduate nurses. The MultiSpecialty Acute Care (MAC) Course is for new graduate nurses working on the medical/surgical units, the Advanced Care Education (ACE) course prepares nurses to work on high acuity medical/surgical units, the Linking Education and Practice (LEAP) course prepares nurses to work in critical care, and many others offered several times a year. These courses facilitate the transition between the student role and the professional nursing role. For more information please contact the Human Resources Recruitment Office at 305-669-3496.

We hope that your experience at Doctors Hospital is positive and rewarding. Please feel free to contact Organizational Learning at 305-669-2140 for questions or assistance.